Abdur Rahman KHAN

Via Tabagi 2, Fusignani Ravenna, Italy | Whatsapp: 923429668281, +393283563404| Rahmana226@gmail.com

Summary

Seeking a challenging position in a well-established organization where my academic background, management skills, quality assurance, curriculum development, training experience, and interpersonal skills are well developed and utilized.

Highlights

Advanced MS Office Suite Resourceful5 years language industry experience

Project Management Meticulous attention to detail

Strong interpersonal skills Results-oriented

Business plan Project Results and Certificate-oriented

Language Test Development Time and Project management

Dedicated team player Professional, mature and resulted oriented

ATA Membership Member of American Translation Organization

Experience

Language Professional June 2012 to Current

* Member of American Translators Association (ATA).
* Experience in managing localization projects/ project management.
* Ability to edit and review other translations, great attention to detail.
* 08 years of experience in translation, interpretation, localizations and language related services.
* Working for many international language service companies around the globe.
* Extensive knowledge of vocabulary in three languages.
* Successfully handled Amazon Moravia, Human Translation Project.
* Translated marriage and birth certificates, transcripts and other official documents.
* Translated large Technical, Legal, and Medical projects From 13000 words to appox. 200000 words.
* Hotel Management experience in Swat Continental hotel.
* Provide translation, editing, transcription, proofreading, Subtitling,and interpreting services forprivateClients.
* Areas of skills include language instruction, Curriculum Development, E lessons Development, Editing, Proof reading, Transcription, Translation, website localization, subtitling, Test development etc.
* Translating, editing, outsourcing, managing large projects from 15000 words to approx. 500000 words.
* Translating Business, educational, Scientific, and other important fields.
* Profound ability to express thoughts clearly and concisely in three languages.

Education

University of Bergamo, Milan, Italy

Master of International Finance and economics, Sep 2020-In progress

University of Malakand, KPK, Pakistan

School of Management Sciences

Bachelor of Business Administration in Finance Management, Jun 2016

Al Azhar Educational Institute, Pakistan

High School Diploma (Higher Secondary School Certificate of Pre- Business/Pre-Engineering,2010/12)

GOVT. High School, Pakistan

 Secondary School Certificate, 2010

Trainings and Certification

- Certified by the Office of Research, Innovation &Commercialization, (University of Malakand).

- Management & Accounting Management Time Management & Performance, Management Computer.

- Interagency Language Roundtable (ILR) –8 Years’ experience in Translation and Localization.

- Business Plan Certificate from Malakand Entrepreneurship Club.

- Auto Cad and 3d Graphics Certificate, Certified from Skill Development Council Peshawar.

- Role of Honor (Reward Certificate) Won 1st Position in Quiz Competition arranged by Army of Pakistan inDistrict Swat.

-Working on a youth (Community harmonization, Leadership, women & Human Rights) projects with Shirkat Gah (NGO) as a trainer on a 2 year contract project.

-Working on a Project of Health as a Trainer and Training operator on a 03 year project in Swat Kpk.

- IOSH (Safety Course (Institution of Occupational Safety and Health, United Kingdom).

-OSHA (Occupational Safety and Health Administration<United States).

Skills

**Computer Skills**

* Excellent knowledge of Win 98-Vista- 7- 8 and Mac OS X
* Very good knowledge of MS Office 2003, 2004, 2007, 2010, Internet and Outlook
* Good knowledge of MS Project
* Good knowledge of Publisher and Website building
* Good knowledge of Audio Editing , Mixing, Data Entry, and Multimedia
* SMART Board
* Good knowledge of Auto Cad, Adobe Photoshop

**Software Skills**

 Working level expertise in

* SDL Trados Studio2014
* SDL Multi Term Desktop 2014
* SDL Trados Studio 2011 SP3
* XTM
* Idiom World Server

Languages

**Language Skills**

* Proficient in written and spoken **Pashto** (Native)
* Proficient in written and spoken **Urdu** (Native)
* Proficient in written and spoken **English**
* Good command of written and spoken **Punjabi**